



**OFFICE OF THE
TOWN ADMINISTRATOR**

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Grafton Strong Gift Account Policy

PURPOSE:

To document the process that the Town will ensue to consider requests by person(s), groups, and organizations requesting compassionate support and/or financial assistance due to COVID-19, to support housing, utility, food, and/or medical expenses from the gift account titled "Grafton Strong" and established at the April 7, 2020 Select Board Meeting.

POLICY:

The policy of the Town of Grafton will be to hold the donations in the Grafton Strong account in accordance with MGL Ch 44, 53A and to distribute those assets in assisting residents of Grafton who may be in need during the Covid-19 Pandemic and after.

PROCEDURE:

1. Individuals and/or any person or organization that is aware of an individual, or persons, in need, is welcome to submit a request for assistance to the Director of Council on Aging.
2. The Director will issue an application and review such application based upon the following criteria:
 - a) Eligibility:
 - Applicant must be a Grafton Resident
 - Applicant must have limited income or have dire circumstances that have caused financial constraints
 - b) Assistance for essential expenses:
 - Housing
 - Utilities (not cable)
 - Heat
 - Food
 - Prescriptions
 - Medical Expenses
 - Emotional Support
 - c) Required Documentation:
 - Determined by the Director's customary practices
 - The Director shall keep all documentation confidential

Upon approval by the Director, the information, without names, will be forwarded to the Town Administrator who will be responsible for validating the need and approving the final recommendation.

The Director will provide the necessary payment information to the Town Treasurer who will issue the check and notify the Town Administrator when that action is completed. No recipient will receive any cash payment; with their need being managed for payment by the Director.

The Director will submit regular status reports to the Town Administrator.

The Town Administrator will provide regular updates to the Select Board regarding program implementation.

The number of people who can be assisted by the Grafton Strong Gift Account is subject to availability of funds.

Adherence to this process will ensure the integrity of the award, provide validation of the request, and uphold the intent of the gift account.